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Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Administration Officer, DDS

DATE: 2 August 1961

FROM : Records Analyst

SUBJECT: Inspector General's Recommendation Number 81a, Re: Real Estate and Construction Division, Office of Logistics

1. I do not agree with the Inspector General's proposal to abolish the Records and Files Unit. This Unit is not merely a centralized records storage place that can be centralized or decentralized at will. In the Records Management Survey which established this function our intention was, and still is, that it be a professionalized component equivalent to similar offices in the Department of State, Navy, or the "Recorder of Deeds" in the District of Columbia or in the several counties in Maryland. Some of the offices and systems mentioned were examined prior to establishing this program for the Real Estate Division.

2. Without benefit of the Inspector General's reasoning, I assume the recommendation was based in part on what appears to be a combination registry and files storage facility, an impression easily acquired from the appearance of the place. It is true that the Unit does receive and dispatch mail for the Division. Reasoning for locating the function in the Unit, and which is covered in our report, I believe is sound and as it should be. The report also points out the fact that the physical location is undesirable but unavoidable at the time.

3. It should be noted that this Agency has a very substantial investment in Real Estate holdings and cannot afford in my opinion to neglect or weaken a program of this significance. To highlight the financial aspects of this program, I think the following summary will give a general idea of its proportions.

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4. Prior to the establishment of the Records and Files Unit the Division had no record or many real property holdings. In innumerable instances during our survey it was discovered that the Division did not possess papers giving the Agency legal right to the use of a given facility. In other instances such papers were scattered in as many as a dozen files throughout the Division, a result of a decentralized system, and, of several Real Estate Officers filing papers according to their own interests on a given case. A return to a decentralized file system would I think cause the professional service rendered by this Division to deteriorate below that which is received and normally expected from other Federal Agencies.

5. Incidentally, on a recent visit to the Division they expressed a desire to go ahead with our original plan of adopting the Field Reporting system to the IBM machine. I agree and think that the Logistics Records Officer could give some support here. The Unit has not actually as yet fulfilled or completed the record requirements for which it was established. This in part has been due to a turn-over of personnel making training of a new employee a constant requirement.

6. I suggest that our report be made available to the Inspector General for additional details if they are needed.



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